

POSITION DESCRIPTION:

Under general supervision, this professional position will develop policies and procedures for monitoring compliance and enforcing the regulations of the industrial hemp program and other assigned programs. This position will develop and recommend compliance and enforcement strategies, coordinate regulatory and investigatory activities and provide direction and coordination on investigations. In addition, this position will provide oversight and technical support to the processing and issuance of licenses. The position will work closely with the Industrial Hemp Program Manager and the Pest Survey and Control Section Chief.

GOALS AND WORKER ACTIVITIES:

35% Goal A: Development of policies and procedures for the implementation of compliance and enforcement of statutes and rules that apply to the Industrial Hemp program and other assigned programs.

- A1. Research and develop standards, policies and procedures for compliance and enforcement of Wisconsin Statutes and Administrative Rules that apply to the Industrial Hemp Program and other assigned programs.
- A2. Develop and maintain an information/data gathering surveillance and monitoring system for the hemp industry to monitor and document business practices, data and inspector reports and documentation to assure program compliance.
- A3. Serve as a technical resource and provide interpretation of program regulations (e.g., statutes, codes, etc.) to a variety of parties (e.g., staff, business representatives, etc.).
- A4. Identify and prioritize emerging regulatory issues and develop recommendations to management concerning: 1) the level and type of compliance activity which may be required or desired; and 2) the allocation of resources needed to assure appropriate and timely response.
- A5. Recommend revision or creation of statutes, rules or policies that may impact the industrial hemp program or other assigned programs.
- A6. Perform other duties as assigned.

30% Goal B: Provision of day-to-day regulatory program activities.

- B1. Contact unlicensed growers or processors to determine whether they are required to be licensed, informing the party of statutory license requirements, and providing copies of the appropriate laws, regulations and application materials.
- B2. Respond to inquiries from law enforcement, local government zoning offices, and others about the activities of both licensed and unlicensed growers.
- B3. Conduct follow-up activities on non-compliance issues discussed with individuals or businesses, writing and issuing warning letters and taking other compliance actions, as appropriate.

- B4. Coordinate regulatory and investigatory activities with local, state and federal enforcement agencies as appropriate.
- B.4 Compile summary reports on compliance issues and trends. Submit reports to management with recommendations for potential enforcement action. Attend compliance meetings as requested.
- B5. Provide direction and coordination to field staff (inspectors and investigators) on investigations of suspected violations of rules and laws applicable to the assigned program.

25% Goal C: Provision of oversight, technical program support and audit functions specific to processing hemp program licensing applications or other programs' applications.

- C1. Direct and perform activities to issue licenses and registrations for growers and processors. Work to ensure consistency by staff. Identify areas that need improvement and discuss with program managers.
- C2. Review the processing of hemp program licensing applications or other programs' applications for adherence to applicable WI statutes, codes, and federal laws; audit work delegated or assigned to other staff to ensure consistent application of standards and efficiency in processing.
- C3. Update internal processes related to licensing and program requirements to reflect changes in state or federal laws, statutes, and policy changing events that occur. Ensure information is disbursed to appropriate staff or industry contacts.
- C4. Provide direction to licensing staff on the management of filing systems (paper or electronic) for certificates, licenses, permits, etc. including disposing of records as indicated by Record Disposition Authorization (RDA). Utilize technology tools where appropriate.
- C5. Assess and implement electronic tools (e.g., Share Point, databases, on-line applications, CRM functions, etc.) to more efficiently track, process, and/or manage program materials. Create job aids and train other staff as appropriate.
- C6. Serve as program liaison with the Bureau of Information Technology Services on program information needs, technology issues (e.g., network or server impact, anticipated support or equipment needs, etc.), current projects, or future planning.

10% Goal D: Provision of program support functions specific to the issuance of Industrial Hemp licensing and registration.

- D1. Initiate procedures necessary for the annual licensing of Industrial Hemp growers and processors.
- D2. Coordinate the licensing and registration of hemp growers and hemp processors through the CRM agency licensing database.
- D3. Audit and review applications for correctness and assure all financial transactions related to the program are complete.

- D4. Develop and manage administrative licensing functions for original, amended, and renewal applicants.
- D5. Manage pending licensing/registration file and process license terminations for the growers and processors who have not responded to renewal notices.

KNOWLEDGE AND SKILLS REQUIRED BY THIS POSITION:

- A. Knowledge of the laws, codes, and regulations, procedures, and policies related to plants, plant pests, the licensing of plant industries, and the regulations governing agency program activities.
- B. Considerable skill in database use, development, maintenance and manipulation and knowledge of current computer and other technological capabilities.
- C. Considerable skill in problem solving.
- D. Extensive knowledge and skill in performing analytical assignments in work planning, program evaluation, and methods and procedures development.
- E. Effective organizational skills, including the ability to manage multiple work assignments, utilize electronic methods to coordinate and track meetings, etc.
- F. Considerable knowledge of standard principles and techniques of written and verbal communication and how to apply them efficiently and effectively.
- G. Skill in training methods, educational program development, program evaluation and testing procedures.
- H. Skill in prioritizing work activities and coordinating activities of other staff to achieve program objectives in an efficient and timely manner.
- I. Effective networking and liaison skills, including the ability to present information to various audiences.
- J. Knowledge of effective report writing techniques and file management skills.
- K. Working knowledge of official inspection, sampling and reporting methods, techniques and procedures, and chain of custody procedures.

Special Requirements: 1) Travel is required, with some overnight stays. 2) Valid driver's license, or the ability to provide one's own transportation for work purposes.